



Non-Merit / Unclassified Example Cover Letter (Due to Agency Reorganization)

Note: The agencies headed by an elected official do not require this form.

THIS DOCUMENT SHOULD SERVE ONLY AS AN *EXAMPLE* OF WHAT A NON-MERIT/UNCLASSIFIED COVER LETTER SHOULD LOOK LIKE. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE SUBMISSION.

[DATE OF LETTER]

The Honorable Matthew G. Bevin
Governor of Kentucky
State Capitol Building
Frankfort, KY 40601

Dear Governor Bevin:

Enclosed are letters that require your signature to move unclassified policy-making employees to different positions due to agency organization [NUMBER OF EXECUTIVE ORDER]. None of these employees will receive an increase in pay as a result of this action.

<u>NAME</u>	<u>POSITION</u>	<u>CURRENT ORG UNIT</u>	<u>NEW ORG UNIT</u>
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Sincerely,

[APPOINTING AUTHORITY'S NAME]
[TITLE]